

approversearch_directory

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The Approver Search directory is displayed.

Use the following fields to perform an approver search.

- To search for an approver, type data in one or more of the search fields.
- To search through all available data, leave all fields blank.
- Click **Search**. A list of approvers matching the search criteria is displayed.
- Select an approver from the list. The Approver Search directory closes and the selected approver name is populated in the **Approver** field.
- Click **Cancel** or  to return to the originating tab/page without selecting a member.
- Click **Clear** to clear the search parameters and perform another search.

Last Name	Type the approver's last name.
First Name	Type the approver's first name.
Employee Number	Type the approver's employee number.
Job Title	Type the approver's job title.